

**MINUTES OF THE ARTS AND HISTORICAL PRESERVATION ADVISORY  
BOARD FOR THE MEETING HELD ON FEBRUARY 7, 2018**

**1. Call meeting to order and the establishment of a quorum.**

Meeting was called to order at 4:00 p.m.

**2. Roll Call.**

Present: Kimber Fountain, Trey Click, Christine Hopkins, Diane

Olsen (came in at 4:08 p.m.), Theresa Elliot

Absent: Dancie Ware and Stacey Mitchell

Staff: Assist. City Secretary Nellie De La Fuente and Assist. City Attorney

Mehran Jadidi

Ex-Officio: Council Member Frank Maceo

**3. Minutes**

The Minutes from the December 13, 2017 were approved with one change of including the Ex-Officio of being present.

**4. Request to address the Board. Each person is limited to three minutes.**

Kelly de Shaun was interacting with the board throughout the meeting.

She went into detail on the Procurement laws.

**5. Discussion of proposed changes in the Ordinance.**

Chairwoman Fountain stated that once the new Ordinance is passed it will take in affect in 2019. Chairwoman Fountain went on to say that she is going to speak to Brian Maxwell about the City auditing the reports because as of how the current Ordinance reads it does not really specifically say that the Board needs to audit the reports. Chairwoman Fountain also went ahead and read the recommendations from some recipients she spoke to: 1) eligibility requirements for all applicant organizations, 2) demonstrate tax exempt status pursuant Section 501C3 of the Internal Revenue Code or other non-profits City of Galveston deem appropriate 3) have been in operation for one calendar year, produce financial statements showing activity for one calendar year 4) organization be headquartered in Galveston, 5) provide programs or events for residents and tourist to see and 6) demonstrate the request for hotels tax funds does not constitute more than 20% of the operational budget. The board also mentioned that they would like to allow outside organizations to participate as long as they can prove that their efforts will directly affect and take place on the island or solely based in Galveston.

Board Member Elliot asked about Procurement and whether it was new. Chairwoman Fountain recommended that these organizations should have clear procurement direction and she went on to say that the City has specific guidelines for procurement laws. Basically what it means is that if you are going to spend over a certain amount you are required to obtain three bids. Board

Member Elliott suggested maybe they could attach these procurement laws as an attachment.

**6. Go over any financial reports if any from the Finance Department.**

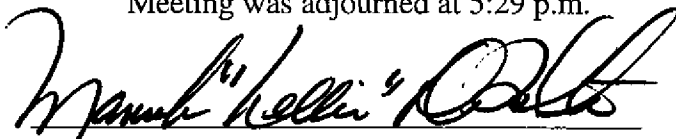
Chairwoman Fountain stated that she did not feel comfortable taking any of the Reports simply because she still needed to speak to City Manager Brian Maxwell since it should be the City's responsibility to audit the reports.

**7. Discuss and consider for action scheduling the next AHPB meeting.**

No meeting was scheduled at the time.

**8. Adjournment.**

Meeting was adjourned at 5:29 p.m.

A handwritten signature in black ink, appearing to read 'Manuela Nellie De La Fuente', written over a horizontal line.

Manuela "Nellie" De La Fuente  
Asst. City Secretary